

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

PUBLIC AID ELIGIBILITY ASSISTANT - 35825

Monthly Salary Range: \$2246 - \$3014

Regular Test - No Option

Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Public Aid Eligibility Assistant receives public assistance clients who have intake or return appointments with caseworkers, greets persons applying for public assistance programs, obtains initial necessary information and explains available programs to applicants and/or screens new applicants for public assistance and sets up eligibility appointments with the intake specialist; or performs the verification function in an intake unit; reviews various public records to determine birth dates, school attendance, income; conducts home and collateral visits to verify pertinent facts at the point of intake; enters initial and updated technical, client and office information into all public aid data entry systems.

Desirable training and experience: Four years of high school and one year of clerical supportive experience in the Department of Public Aid; or any equivalent training and experience. Requires the ability to type accurately at a working rate of speed.

Knowledges tested: English usage; Public relations; Reading comprehension; Records and reports; Mathematics; and Interviewing.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

7-1-89 (RC-028-08) Salary 1-1-06, Counties Updated 2-28-06, TX 12-18-02

Tests and weights: Automated multiple-choice test 100%. Typing Proficiency Certificate-Qualifying. Minimum qualifying speed is 25 net wpm typing; or 125 net key strokes per minute on data entry machine. At the time of the automated multiple-choice test, the candidate will complete the Proficiency Certificate certifying net keyboard speed.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Length of eligibility period: One year.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Bond, Brown, Carroll, Cass, Champaign, Christian, Clay, Clinton, Cook (SS), Crawford, DuPage (SS), Edgar, Ford, Franklin, Gallatin, Greene, Hamilton, Iroquois, Jackson, Jersey, Johnson, Kane (SS), Kankakee, Kendall, Knox, Lake (SS), Lawrence, Logan, Madison, Massac, McDonough, McHenry (SS), Macon, Moultrie, Ogle, Peoria, Pope, Pulaski, Randolph, Richland, Rock Island (SS), St. Clair, Saline, Sangamon (SS), Schuyler, Stark, Stephenson, Union, Vermilion, Wabash, Wayne, White, Whiteside, Will (SS), Williamson, Winnebago (SS).

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.